

Solicitation Number: 06-0002-03
Administrative Support Services for the Office of Naval Research Business
Operations and Services Directorate (BIZOPS)

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of the Office of Naval Research (ONR) Multiple Award Contracts (MATOC) for support services under CLIN 0002 Business and Finance Support Services are due by 2:00 PM (local), Friday, 12 May 2006.

1.0 Background

ONR has a requirement for support services relating to its Business Operations and Services Directorate (BIZOPS). The mission of the BIZOPS is to provide oversight and coordination of all ONR's business functions, provide consolidated support, and operational services in the most efficient and cost effective method possible, to advise the Chief of Naval Research (CNR), Vice Chief of Naval Research (VCNR), and other ONR senior leadership on the management of these business functions, to provide focused leadership to examine and improve ONR's business processes, to maintain a process of continuous improvement, and to foster teamwork throughout ONR. The incumbent is EBB Associates, Incorporated under contract number N00014-02-F-0175.

2.0 Statement of Work

2.1 Objective

BIZOPS requires a variety of support services for the execution of programs and the seamless operation of the command.

2.2 Scope

The contractor shall assist the BIZOPS Officer-In-Charge and the Directorate in general to design, develop and implement the organizational transition plan and to identify and implement a vision and strategy that further supports the continuing transition to the BIZOPS operating design. The contractor shall also be available to assist with ONR organizational wide efforts such as the development and implementation of a command Human Capital Strategy and the development of Command Vision and values and an ONR Strategic Plan.

2.3 Technical Tasks/Requirements

The work to be accomplished under this effort, but is not limited to the following tasks:

- Assist with the design, development, and implementation of the ONR BIZOPS Strategic Plan.
- Assist with the design, development, and implementation of the ONR Command Human Capital Strategy.
- Provide a process to create a vision of the future that provides direction for the change effort.

- Design and conduct off-site strategic, tactical, and implementation planning meetings with ONR leadership.
- Develop a communication plan to keep the ONR workforce informed of changes.
- Coach ONR leadership to ensure they model behavior expected of employees, e.g., teamwork.
- Assist the leadership to identify an action plan with measurable goals.
- Assist departments to develop appropriate, consistent metrics that further the vision.
- Conduct teambuilding interventions as needed.
- Initiate a process to design a workforce strategy that supports the preferred future.
- Schedule times and locations for all related meetings.
- Facilitate business operations meetings as required.
- Provide documentation e.g., meeting notes, reports, of all required BIZOPS activities.
- Assist the BIZOPS to establish and attain fiscal year goals.
- Provide feedback for improvement to corporate leaders.
- Coach and support leaders on a one-to-one basis regarding meeting management, communication skills, etc.
- Assist with the development of command-wide communications.
- Initiate, facilitate, and complete new process improvement, task, or tiger teams, chartered by the BIZOPS Officer-in-Charge.
- Complete implementation of all current teams.
- Provide support to ongoing permanent teams, e.g., Talent Management Board.
- Coach the team leaders of each team.
- Support the teams with agenda development and teach them efficiency and meeting management skills.
- Provide learning opportunities by encouraging team members to learn new skills and to practice them, e.g., gather data, complete documentation, and lead meetings.
- Develop and enter flow charts.
- Provide graphic design and graphic support services for reports, awards, etc.
- Conduct evaluations of business processes and command procedures as required.

- Develop surveys, briefing papers, year end reports, and related materials.
- Develop and manage systems such as the recommendation system that keeps the workforce informed and resolves concerns.
- Compile and analyze surveys.
- Write team charters.
- Write and submit personnel award recommendations.
- Recommend and provide educational materials to ONR leaders that address ONR issues, topics, and concerns.

2.3 Reports Data and Other Deliverables

The contractor shall prepare and submit a Monthly Progress and Management Report no later than five (5) days after the end of each month that summarizes the preceding month. The report shall include:

- The hours and costs charged against the contract per individual and a discussion of specific work items assigned and accomplished during the reporting period, a status of tasks in progress as well as a forecast of work products for the up coming month.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Senior Facilitator: The Senior Facilitator should have at least a Bachelor's degree from an accredited college or university and five (5) years of experience in a related discipline. The candidate should have excellent skills in providing technical direction to support staff, interfacing with government personnel, and effectively allocating resources. Personnel assigned to the Order must have a familiarity with business process reengineering/human resource management and strategic planning. Experience at the Echelon 1 or Systems Command level desired. Should have experience in facilitating planning sessions for senior government officials, organizational assessment, process improvement and mentoring. Must be familiar with the requirements for developing a Human Capital Strategic and the process and resources required for implementation. Should have an understanding of the National Security Personnel System (NSPS) and associated implementation requirements. Should be able to provide input and evaluation of command training programs, courses and techniques. Facilitator should be aware of and able to apply best practices from industry, academia, and government training and human capital programs. Candidate must be able to communicate effectively orally and in writing.

3.1.3 Project Manager: The Project Manager should have at least a Bachelor's degree from an accredited college or university with two (2) years of experience in human

resources and business processes or no degree with eight years of experience in related discipline program area. Must be familiar with the National Security Personnel System (NSPS). The candidate must possess knowledge and skills in applying analytical and evaluative techniques to identify, consider, and resolve issues or problems of a procedural or factual nature. The Project Manager must possess knowledge and skills on the usage of various qualitative or quantitative techniques. The candidate must possess a broad base of office skills, have the ability to organize and coordinate work efficiently, coupled with personal flexibility, and clerical responsibilities involving strong teamwork, problem-solving, and communications skills. Personnel assigned to the Order must have a familiarity with business process reengineering/human resource management and strategic planning. Candidate must be able to communicate effectively orally and in writing.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12 month base period and four 12 month option periods have been defined.

3.2.2 Base Period The base period of performance will be from the date of order award through 12-months thereafter. The level of effort anticipated for this period is approximately 1.043 man-years at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Senior Facilitator	960
Project Manager	960
Total Hours	1,920

Note: 1,840 hours is equivalent to one (1) man-year

3.2.3 Options I through IV. The period of performance for each option period will be from the date of option exercise through twelve (12) months thereafter. The level of effort anticipated for each option period is approximately 1.043 man-years at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Senior Facilitator	960
Project Manager	960
Total Hours	1,920

Note: 1,840 hours is equivalent to one (1) man-year

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.5 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance. The period of performance for the base period shall be from the date of award through twelve (12) months thereafter with 4 one-year options, for a total of 60 months.

4.3 Other Direct Costs (ODCs). ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The Government estimate for travel/ODC amount is \$25,000 per year including G&A.

4.3.1 Travel and Per Diem. Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The Government estimate for travel and per diem is \$25,000.00 per year including G&A.

4.3.2 Other Direct Costs (Other than Travel and Per Diem). ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance. Work will normally be performed at the Office of Naval Research, 875 North Randolph Street, Arlington, VA.

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated COR.

4.5.1 Facilities, Supplies and Services. Basic facilities such as workspace and its associated operating requirements (i.e. phones, desks and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated COR.

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The COR will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

4.6 Subcontracts/Consultants. Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime

Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by ONR research programs.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be in a separate and segregable document from the cost proposal. No cost information shall be in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal. The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal. The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 2:00 PM (local time) on Friday, 12 May 2006. All proposals must be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

Price/Cost Factors

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 and 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 01 July 2006.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Point of Contact and Contracting Officer listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact. The Primary Point of Contact for this solicitation is Lynn Christian and she can be reached by e-mail at christl@onr.navy.mil or telephone (703) 696-1575.

10.0 Contracting Officer. The Secondary Point of Contact for this solicitation is Vera M. Carroll and she can be reached by e-mail at carrolyv@onr.navy.mil or telephone at (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.

- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files